

MONROE COUNTY

JOB DESCRIPTION

Position Title: ON CALL NUTRITIONIST		Date: Sept. 2000
Position Level: 7	FLSA Status:	Class Code: 21-1

GENERAL DESCRIPTION

Responsible for monitoring of Nutrition Program to ensure compliance in all areas of Nutrition, staff training, sanitation and food service management. Provides advice and input to program participants as needed. On-Call to assist Program Director with any advice needed pertaining to Nutrition and Food Service.

KEY RESPONSIBILITIES

1. Monitor Nutrition Program to ensure compliance with state guidelines.
2. Perform Staff and volunteer training in areas of nutrition, food service, and sanitation.
3. Review and approves the menu.
4. Coordinate nutrition education.
5. Develop food and menu standards for the food service contract.
6. Answer questions pertaining to nutrition as needed by participants.
7. Assess the participant's satisfaction with yearly questionnaire.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Must be a Licensed Dietitian and possess: Bachelor's Degree in Nutrition or Dietetics OR Bachelor's Degree in Home Economics, Family and Consumers Sciences or Human Sciences with emphasis on Nutrition or Dietetics.
<i>Experience:</i>	0 – 1 year minimum amount of prior related work experience.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the entire department.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies or the general public, supplying or seeking information.
<i>Managerial Skills:</i>	Involves no responsibility or authority for the direction of others.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On Call 24 hours pending disasters.

APPROVALS	
<i>Department Head:</i>	
Name: _____	Signature: _____ Date: _____
<i>Division Director:</i>	
Name: _____	Signature: _____ Date: _____
<i>County Administrator:</i>	
Name: _____	Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____